

4. Rental Car Policy

DAU Funded

Generally, most centrally-funded Air Force students that are DAU funded are authorized DAU funded rental cars at most DAU training locations with the following exceptions:

- Long-term DAU training exceeding 4 weeks
- DAU classes held at commercial facilities or hotels where student is lodged, dining facilities available
- Specifically specified DAU locations such as San Diego training location

Unit-Funded

Do not annotate your DAU travel orders with your unit's fund cite. Instead, a letter must be prepared locally by your unit's order approving official authorizing the rental car. The letter will include the unit fund cite and be approved by the unit resource advisor. The letter will be filed with the travel voucher and the orders approving official must sign the voucher in block 21a of the DD Form 1351-2. This is to be done locally at your unit and does not need to be coordinated through AFATO. These procedures are IAW AFI 65-103, additional guidance provided by waiver letter issued to AFATO by the Air Force Accounting and Finance Office, dated 6 Aug 2001. To download a copy of the AFAFO waiver letter, please click on the following link:

[AFAFO waiver letter](http://www.safaq.hq.af.mil/acq_workf/training/financial/handbook/waiver.pdf)

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